

## **Sweet Grass County Noxious Weed Program Coordinator/Supervisor**

### **OBJECTIVE:**

Develop and implement a noxious weed management program for the County that includes administration, public education and outreach, invasive species prevention and control, project coordination and oversight, grant writing and administration, research and demonstration of new techniques, and facilitation of collaboration between all affected parties in regards to invasive weed management.

### **KNOWLEDGE AND SKILLS:**

- ◆ Ability to communicate effectively both verbally and in writing.
- ◆ Thorough knowledge of plant identification and physiology, biology and ecology with an emphasis on invasive species.
- ◆ Thorough knowledge of entomology life cycles and habitat, insect identification, collection and distribution as it applies to invasive species management.
- ◆ Read and interpret research on invasive species
- ◆ Read and interpret aerial photographs and topographic maps
- ◆ Good working knowledge of all aspects of weed management including herbicides, biological, cultural methods as well as prevention.
- ◆ Good working knowledge of sprayer equipment operation and calibration.
- ◆ Must have a valid Montana Drivers License.
- ◆ Good knowledge of proper herbicide safety and handling procedures.
- ◆ Lift and carry 50 pounds.
- ◆ Climb in & out of trucks.
- ◆ Must be willing and able to attend annual trainings and relevant meetings and represent Sweet Grass County in a professional capacity.
- ◆ Experience with personal computer office software programs such as Microsoft Word, Excel and Outlook.
- ◆ Good organizational skills.

### **EDUCATION & EXPERIENCE:**

*The above knowledge and skills are typically acquired through a combination of education and work experience. Minimum Requirements:*

- ◆ Bachelors Degree in Agriculture, Natural Resource Management or Pest Management and experience in Integrated Pest Management.
- ◆ Experience in Public speaking
- ◆ Experience in employee supervision
- ◆ Experience in budgeting process
- ◆ Experience in grant writing and administration

**JOB DUTIES AND REQUIREMENTS:**

- ◆ Responsible for developing, updating and implementing the County Noxious Weed Management Plan
- ◆ Purchasing herbicides, equipment and other material and supplies necessary to effectively meet program needs and budget
- ◆ Develops special weed management areas within the county and writes grant proposal for project areas
- ◆ Implement weed inventory and monitoring programs to determine the effectiveness of the County Weed Management Plan
- ◆ Coordinate weed management activities between private, county, state and federal land managers
- ◆ Develops weed management plans for private, county, state and federal land managers
- ◆ Develop and implement prevention programs including weed seed free hay certification, revegetation, public education on new invading species, inspections of gravel pits and stock piles, monitoring of roadsides, railroad ROW, and other areas susceptible to invasive species
- ◆ Operates application equipment, hand and vehicle mounted sprayers.
- ◆ Maintains a professional image with the public and cooperative relationships with local, state and federal land managers.
- ◆ Safety training for seasonal applicators and general public
- ◆ Obtain and maintain all licensing and certification necessary to purchase, sell, apply and demonstrate herbicides in a public setting.

**ADMINISTRATIVE DUTIES**

- ◆ Performs administrative duties that include hiring and supervision of employees
- ◆ Issues work directives, prepares employees work schedules, and establishes deadlines to insure completion of projects
- ◆ Provides and/or insures training of employees on herbicide safety, application techniques, hazards, environmental impact of herbicides, state and federal regulations, and general weed management activities
- ◆ Reviews daily employee reports
- ◆ Prepares budgets for yearly operation and cooperative project areas including personnel, equipment, supplies and contracts
- ◆ Maintains updated files on all projects and submits necessary reports to funding agency
- ◆ Maintains current information on weed management including herbicide material safety data sheets, biological and cultural control options, plant identification, revegetation and relevant information necessary to meet environmental requirements relevant to project work.
- ◆ Meets with the Weed Board as needed to efficiently manage the Weed Program

## **PUBLIC EDUCATION**

*Develop and implement public education programs on invasive plants that include but are not limited to:*

- ◆ Education of other county and agency personnel on weed identification and integrated weed management
- ◆ Educational programs for schools and organizations on invasive plants
- ◆ Conducts media campaigns to inform and educate the public on invasive species
- ◆ Established demonstration and research plots to show various weed management tools
- ◆ Conducts workshops and trainings pertaining to all aspects of herbicide handling and application
- ◆ Orchestrate field tours for the general public, local, state and federal agency's to review special projects, research plots, and new invasive species, ECT.

## **JOB PERFORMANCE STANDARDS**

*This position will be evaluated by the Sweet Grass County Weed Board based on performance of duties and requirements listed above.*

- ◆ Performs assigned duties in a timely and productive manner.
- ◆ Ensures weed management activities are conducted safely and in accordance with county, state, and federal regulation.
- ◆ Properly cleans and maintains equipment.
- ◆ Demonstrates sound judgment in making decisions.
- ◆ Demonstrates safety first in every aspect of the job.
- ◆ Attends training sessions as required.
- ◆ Prepares and submits accurate and timely reports.
- ◆ Effectively handles public questions and concerns regarding county weed management efforts.
- ◆ Follows safety procedures in storage and handling of pesticides and equipment.
- ◆ Observes work hours and demonstrates punctuality.
- ◆ Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.